

**INSTRUCTIONS FOR COMPLETION OF DD FORM 1172-2,  
"APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD – DEERS ENROLLMENT"**

*The DD Form 1172-2 shall be used to apply for issuance of United States DoD/Uniformed Services Geneva Conventions Identification Card for Civilians Accompanying the Armed Forces, the United States DoD/Uniformed Services Identification and Privilege Card, the United States DoD/Uniformed Services Identification Card and for enrollment or update of eligible individuals into the DEERS database. This form is to be used primarily for initial DEERS enrollment of new civilian employees prior to their enrollment in DEERS, for DEERS enrollment and verification of continued association with the Department of Defense for contractor employees, and for individuals eligible for a CAC who are not enrolled in DEERS. Retention and disposition of the DD Form 1172-2 shall be in accordance with the Uniformed Services' regulatory instructions.*

*Members of the Uniformed Services, their family members and Retirees of the Uniformed Services shall continue to use DD Form 1172.*

*Mark here for civilian or contractor pre-eligibility: Mark with X, if purpose of the form is for DEERS enrollment, not for immediate issuance of CAC.*

**SECTION I – EMPLOYEE INFORMATION**

**Block 1.** Name. Enter the employee's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 51 characters.)

The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

**Block 2.** Sex. Enter the sex of the employee from the valid abbreviations listed below: (Use one character.)

M - Male  
F - Female

**Block 3.** Social Security Number (SSN). Enter the employee's SSN. In cases where the employee does not have an SSN, a number will be generated by the system. A Foreign Identification Number (FIN) (assigned as 900-00-0000F and up) will be assigned and automatically generated for eligible foreign military, foreign nationals who do not have an SSN, and contractor employees who refuse to provide their SSN. (Use nine characters, 10 characters in the case of a FIN.)

- ▶ If the SSN is already registered on the DEERS database for another individual, STOP processing and verify the number. If verification confirms duplication of the SSN by the Social Security Administration, continue processing and the system shall automatically generate a duplicate control number for the additional employee.

**Block 4.** Status. Enter the correct abbreviation for the status of the employee from the valid abbreviations listed in the left column, below: (Use no more than six characters.)

CIV	Civilian
CONTR	Contractor
FN	Foreign national personnel

FP	Foreign military personnel
OTHER	Non DoD-eligible individuals

**Block 5.** Organization. Enter the correct organization with which the employee is affiliated from the valid abbreviations listed in the left column, below: (Use no more than five characters.)

USA	the U.S. Army
USN	the U.S. Navy
USAF	the U.S. Air Force
USMC	the U.S. Marine Corps
USCG	the U.S. Coast Guard
USPHS	the U.S. Public Health Service
NOAA	the National Oceanic and Atmospheric Administration
DOD	Department of Defense
OTHER	used when the individual is not affiliated with one of the Components listed above

**Block 6.** Pay Grade. Enter the correct employee pay grade from the valid abbreviations listed in the left column, below. (Use no more than four characters.)

STDT	Academy and/or Navy OCS student (ENTER PAY GRADE IF STDT RECEIVING PAY)
GS01-GS15	Federal employees with General Schedule pay grades
SES	Senior Executive Service Personnel
EXEC	Executive Level Personnel
NF1-NF6	Federal employees with Nonappropriated Fund pay grades
GSE01-GSE15	General Schedule Equivalent to be assigned to contractor personnel
OTHER	Other (non-Uniformed Service) pay grades not defined above
N/A	Not applicable. Use this code with the Block 4 status codes

**Block 7.** GEN CAT (Geneva Convention Category). Enter the employee's appropriate Geneva Convention Category from the valid abbreviations listed in the left column, below. That block is automatically generated for online systems. (Use no more than three characters.)

I	Category I (GS-1 through GS-4, WG-1 through WG-8, WP4 through WP-10, NF-1 and NF-2).
II	Category II (GS-5 and GS-6, WS-1 through WS-7, WL-1 through WL-5, WG-9 through WG-11, WP-11 through WP-16, and NF-3).
III	Category III (GS-7 through GS-11; WS-8 through WS-13, WL-6 through WL-14, WG-12 through WG-15, WP-17, 18 and Production Support Equivalents, NF-4).
IV	Category IV (GS-12 through GS-15, Ships Pilots, WS-14 through WS-19, WL-15, and Production Support Equivalents, NF-5).
V	Category V (SES and EXEC, NF-6).
N/A	Not applicable (nonprotected personnel)

**Block 8.** Citizenship. Enter the employee's appropriate country of citizenship.

Afghanistan	_____	AF	Albania	_____	AL
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Algeria \_\_\_\_\_ AG  
 Andorra \_\_\_\_\_ AN  
 Anguilla \_\_\_\_\_ AV  
 Antigua and Barbuda \_\_\_\_\_ AC  
 Armenia \_\_\_\_\_ AM  
 Ashmore and Cartier Islands \_\_\_\_\_ AT  
 Austria \_\_\_\_\_ AU  
 Bahamas, The \_\_\_\_\_ BF  
 Baker Island \_\_\_\_\_ FQ  
 Barbados \_\_\_\_\_ BB  
 Belarus \_\_\_\_\_ BO  
 Belize \_\_\_\_\_ BH  
 Bermuda \_\_\_\_\_ BD  
 Bolivia \_\_\_\_\_ BL  
 Botswana \_\_\_\_\_ BC  
 Brazil \_\_\_\_\_ BR  
 British Virgin Islands \_\_\_\_\_ VI  
 Bulgaria \_\_\_\_\_ BU  
 Burma \_\_\_\_\_ BM  
 Cambodia \_\_\_\_\_ CB  
 Canada \_\_\_\_\_ CA  
 Cayman Islands Republic \_\_\_\_\_ CT  
 Chad \_\_\_\_\_ CD  
 China \_\_\_\_\_ CH  
 Clipperton Islands \_\_\_\_\_ IP  
 Colombia \_\_\_\_\_ CO  
 Cook Islands \_\_\_\_\_ CW  
 Costa Rica \_\_\_\_\_ CS  
 Croatia \_\_\_\_\_ HR  
 Cyprus \_\_\_\_\_ CY  
 Denmark \_\_\_\_\_ DA  
 Dominica \_\_\_\_\_ DO  
 Ecuador \_\_\_\_\_ EC  
 El Salvador \_\_\_\_\_ ES  
 Eritrea \_\_\_\_\_ ER  
 Ethiopia \_\_\_\_\_ ET  
 Falkland Islands (Islas Malvinas) \_\_\_\_\_ FK  
 Fiji \_\_\_\_\_ FJ  
 Finland \_\_\_\_\_ FI  
 French Guiana \_\_\_\_\_ FG  
 French Southern and Antarctic Lands  
 GB  
 Gambia, The \_\_\_\_\_ GA  
 Georgia \_\_\_\_\_ GG  
 Ghana \_\_\_\_\_ GH

America Samoa \_\_\_\_\_ AO  
 Angola \_\_\_\_\_ AO  
 Antarctica \_\_\_\_\_ AY  
 Argentina \_\_\_\_\_ AR  
 Aruba \_\_\_\_\_ AA  
 Australia \_\_\_\_\_ AS  
 Azerbaijan \_\_\_\_\_ AJ  
 Bahrain \_\_\_\_\_ BA  
 Bangladesh \_\_\_\_\_ BG  
 Bassas Da India \_\_\_\_\_ BS  
 Belgium \_\_\_\_\_ BE  
 Benin \_\_\_\_\_ BN  
 Bhutan \_\_\_\_\_ BT  
 Bosnia and Herzegovina \_\_\_\_\_ BO  
 Bouvet Island \_\_\_\_\_ BV  
 British Indian Ocean Territory \_\_\_\_\_ IO  
 Brunei \_\_\_\_\_ BX  
 Burkina \_\_\_\_\_ UV  
 Burundi \_\_\_\_\_ BY  
 Cameroon \_\_\_\_\_ CM  
 Cape Verde \_\_\_\_\_ CV  
 Central African \_\_\_\_\_ CJ  
 Chile \_\_\_\_\_ CI  
 Christmas Island \_\_\_\_\_ KT  
 Cocos (Keeling) Islands \_\_\_\_\_ CK  
 Comoros \_\_\_\_\_ CN  
 Coral Sea Islands \_\_\_\_\_ CR  
 Cote D'Ivoire \_\_\_\_\_ IV  
 Cuba \_\_\_\_\_ CU  
 Czech Republic \_\_\_\_\_ EZ  
 Djibouti \_\_\_\_\_ DJ  
 Dominican Republic \_\_\_\_\_ DR  
 Egypt \_\_\_\_\_ EG  
 Equatorial Guinea \_\_\_\_\_ EK  
 Estonia \_\_\_\_\_ EN  
 Europa Island \_\_\_\_\_ EU  
 Faroe Islands \_\_\_\_\_ FO  
 Federated States of Micronesia \_\_\_\_\_ FM  
 France \_\_\_\_\_ FR  
 French Polynesia \_\_\_\_\_ FP  
 FS \_\_\_\_\_ Gabon  
 Gaza Strip \_\_\_\_\_ GZ  
 Germany \_\_\_\_\_ GM  
 Gibraltar \_\_\_\_\_ GI

Glorioiso Islands _____	GO	Greece _____	GR
Greenland _____	GL	Grenada _____	GJ
Guadeloupe _____	GP	Guam _____	GQ
Guatemala _____	GT	Guernsey _____	GK
Guinea _____	GV	Guinea-Bissau _____	PU
Guyana _____	GY	Haiti _____	HA
Heard Island and McDonald Islands _____	HM	Honduras _____	HO
Hong Kong _____	HK	Howland Island _____	HQ
Hungary _____	HU	Iceland _____	IC
India _____	IN	Indonesia _____	ID
Iran _____	IR	Iraq _____	IZ
Ireland _____	EI	Israel _____	IS
Italy _____	IT	Ivory Coast _____	IV
Jamaica _____	JM	Jan Mayen _____	JN
Japan _____	JA	Jarvis Island _____	DQ
Jersey _____	JE	Johnston Atoll _____	JQ
Jordan _____	JO	Juan De Nova Island _____	JU
Kazakhstan _____	KZ	Kenya _____	KE
Kingman Reef _____	KQ	Kiribati _____	KR
Korea, Democratic Peoples Republic		KN _____	Korea,
Republic of _____	KS		
Kuwait _____	KU	Kyrgyzstan _____	KG
Laos _____	LA	Latvia _____	LG
Lebanon _____	LE	Lesotho _____	LT
Liberia _____	LI	Libya _____	LY
Liechtenstein _____	LS	Lithuania _____	LH
Luxembourg _____	LU	Macau _____	MC
Macedonia _____	MK	Madagascar _____	MA
Malawi _____	MI	Malaysia _____	MY
Maldives _____	MV	Mali _____	ML
Malta _____	MT	Man, Isle of _____	IM
Marshall Islands _____	RM	Martinique _____	MB
Mauritania _____	MR	Mauritius _____	MP
Mayotte _____	MF	Mexico _____	MX
Midway Islands _____	MQ	Moldova _____	MD
Monaco _____	MN	Mongolia _____	MG
Montenegro _____	MW	Montserrat _____	MH
Morocco _____	MO	Mozambique _____	MZ
Namibia _____	WA	Nauru _____	NR
Navassa Island _____	BQ	Nepal _____	NP
Netherlands _____	NL	Netherlands Antilles _____	NA
New Caledonia _____	NC	New Zealand _____	NZ
Nicaragua _____	NU	Niger _____	NG
Nigeria _____	NI	Niue _____	NE
Norfolk Island _____	NF	Northern Mariana Islands _____	CQ

Norway _____	NO	Oman _____	MU
Pakistan _____	PK	Palmyra Atoll _____	LQ
Panama _____	PM	Papua New Guinea _____	PP
Paracel Islands _____	PF	Paraguay _____	PA
Peru _____	PE	Philippines _____	RP
Pitcairn Islands _____	PC	Poland _____	PL
Portugal _____	PO	Puerto Rico _____	RQ
Qatar _____	QA	Reunion _____	RE
Romania _____	RO	Russia _____	RS
Rwanda _____	RW	St. Kitts and Nevis _____	SC
St. Helena _____	SH	St. Lucia _____	ST
St. Pierre and Miquelon _____	SB	St. Vincent and the Grenadines _____	VC
San Marino _____	SM	Sao Tome and Principe _____	TP
Saudi Arabia _____	SA	Senegal _____	SG
Serbia _____	SR	Seychelles _____	SE
Sierra Leone _____	SL	Singapore _____	SN
Slovakia _____	LO	Slovenia _____	SI
Solomon Islands _____	BP	Somalia _____	SO
South Africa _____	SF	South Georgia/the South Sandwich Islands	
SX _____			
Spain _____	SP	Spratly Islands _____	PG
Sri Lanka _____	CE	Sudan _____	SU
Surinam _____	NS	Svalbard _____	SV
Swaziland _____	WZ	Sweden _____	SW
Switzerland _____	SZ	Syria _____	SY
Taiwan _____	TW	Tajikstan _____	TI
Tanzania _____	TZ	Thailand _____	TH
Togo _____	TO	Tokelau _____	TL
Tonga _____	TN	Trinidad and Tobago _____	TD
Tromelin Island _____	TE	Trust Territory of the Pacific Islands (Palau)	
PS _____		Tunisia _____	TS
TU _____		Turkey _____	Turkey
and Caicos Islands _____	TK	Turkmenistan _____	TX
TV _____	Uganda	Turks _____	Turks
UP _____	United Arab Emirates _____	Tuvalu _____	Tuvalu
United Kingdom _____	UK	UG _____	Ukraine
Uruguay _____	UY		
Vanuatu _____	NH	United States _____	US
Venezuela _____	VE	Uzbekistan _____	UZ
Virgin Islands _____	VQ	Vatican City _____	VT
Wallis and Futuna _____	WF	Vietnam _____	VM
Western Sahara _____	WI	Wake Island _____	WQ
Yemen (Aden) _____	YM	West Bank _____	WE
Zimbabwe _____	ZI	Western Samoa _____	WS
		Zambia _____	ZA

**Block 9.** Date of Birth. Enter the employee's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD). Date of birth must also be entered, when using "U" code (block 12.) for off-line entry. (Use nine characters.)

**Block 10.** Place of Birth. Enter the employee's place of birth (City, State, and Country, if outside United States). Use State abbreviations provided below. If place of birth is a foreign country, use abbreviation from block 8.

Alabama _____	AL	Pacific _____	AP
Alaska _____	AK	American Samoa _____	AS
Arizona _____	AZ	Arkansas _____	AR
California _____	CA	Colorado _____	CO
Connecticut _____	CT	Delaware _____	DE
District of Columbia _____	DC	Florida _____	FL
Georgia _____	GA	Guam _____	GU
Hawaii _____	HI	Idaho _____	ID
Illinois _____	IL	Indiana _____	IN
Iowa _____	IA	Kansas _____	KS
Kentucky _____	KY	Louisiana _____	LA
Maine _____	ME	Maryland _____	MD
Massachusetts _____	MA	Michigan _____	MI
Minnesota _____	MN	Mississippi _____	MS
Missouri _____	MO	Montana _____	MT
Nebraska _____	NE	Nevada _____	NV
New Hampshire _____	NH	New Jersey _____	NJ
New Mexico _____	NM	New York _____	NY
North Carolina _____	NC	North Dakota _____	ND
Ohio _____	OH	Oklahoma _____	OK
Oregon _____	OR	Pennsylvania _____	PA
Puerto Rico _____	PR	Rhode Island _____	RI
South and Central America _____	AA	South Carolina _____	SC
South Dakota _____	SD	Tennessee _____	TN
Federated States of Marshall Islands, Palau _____	TT	Texas _____	TX
Utah _____	UT	Vermont _____	VT
Virginia _____	VA	Virgin Islands _____	VI
Washington _____	WA	West Virginia _____	WV
Wisconsin _____	WI	Wyoming _____	WY

**Block 11.** Last Update. Leave blank, no action required. This date is generated automatically by the DEERS and indicates the date of the last online transaction or DD Form 1172-2 submitted for that employee.

**Block 12.** V/I (Verify and/or Issue). Enter the correct action abbreviation to show the reason that the DD Form 1172-2 is being prepared. Select from the valid values listed in the left column, below. (Use one character.)

- A - To indicate the addition of a new record on the DEERS.
- C - To indicate a change or update transaction, when an ID card shall not be issued.

- I - To indicate the issue OR reissue of an ID card.
- U - To indicate an employee address update only.
- T - Terminate

**Block 13.** Current Residence Address. Enter the number and street of the employee's current residence address. (Use no more than 27 characters.)

**Block 14.** Supplemental Address Information. Enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. This field may be left blank. (Use no more than 20 characters.)

**Block 15.** City. Enter the employee's current city of residence. If the employee's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO. (Use no more than 18 characters.)

**Block 16.** State. Enter the correct U.S. postal abbreviation for the State of the employee's residence from the valid abbreviations listed, below. If the employee's address is an APO or FPO, enter the correct APO or FPO State. If the employee lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." (Use two characters.)

Europe & Canada _____	AE	Alabama _____	AL
Pacific _____	AP	Alaska _____	AK
American Samoa _____	AS	Arizona _____	AZ
Arkansas _____	AR	California _____	CA
Colorado _____	CO	Connecticut _____	CT
Delaware _____	DE	District of Columbia _____	DC
Florida _____	FL	Georgia _____	GA
Guam _____	GU	Hawaii _____	HI
Idaho _____	ID	Illinois _____	IL
Indiana _____	IN	Iowa _____	IA
Kansas _____	KS	Kentucky _____	KY
Louisiana _____	LA	Maine _____	ME
Maryland _____	MD	Massachusetts _____	MA
Michigan _____	MI	Minnesota _____	MN
Mississippi _____	MS	Missouri _____	MO
Montana _____	MT	Nebraska _____	NE
Nevada _____	NV	New Hampshire _____	NH
New Jersey _____	NJ	New Mexico _____	NM
New York _____	NY	North Carolina _____	NC
North Dakota _____	ND	Ohio _____	OH
Oklahoma _____	OK	Oregon _____	OR
Pennsylvania _____	PA	Puerto Rico _____	PR
Rhode Island _____	RI	South and Central America _____	AA
South Carolina _____	SC	South Dakota _____	SD
Tennessee _____	TN	Federated States of Marshall Islands, Palau TT	
_____	Texas	TX _____	Utah UT
_____	Vermont	VT _____	Virginia
VA _____		_____	Virgin Islands

VI _____	Washington	WA _____
West Virginia _____	WV _____	Wisconsin _____
Wyoming _____	WY _____	WI _____

**Block 17.** ZIP Code. Enter the correct nine-digit ZIP Code of the employee's current residence address in the following format: "123456789." If the last four digits are unknown, enter four zeros (0000); e.g., "123450000." If the employee does not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the employee is deceased or if ZIP Code is unknown, leave blank. (Use no more than nine characters.)

**Block 18.** Country. Enter the employee's correct country of residence from the valid abbreviations listed in the instructions for Block 8. If the employee's address is an APO or FPO, the country must be "US". If country is unknown, leave blank. (Use two characters.)

**Block 19.** Home E-mail Address. Enter the employee's home e-mail address, if applicable. If the employee does not have an email account at home, leave this block blank.

**Block 20.** City of Duty Location. Enter the city of the employee's duty location.

**Block 21.** State of Duty Location. Enter the correct U.S. postal abbreviation for the State of the employee's duty location from the valid abbreviations listed in the instructions for Block 16. If the employee's address is an APO or FPO, enter the correct APO or FPO State. If the employee works outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." (Use two characters.)

**Block 22.** Country of Duty Location. Enter the employee's correct country of duty location from the valid abbreviations listed in the instructions for Block 8. If country is not listed, leave blank. (Use two characters.)

**Block 23.** Office E-mail Address. Enter the employee's office e-mail address as applicable. If the employee does not have an e-mail account, leave this block blank.

**Block 24.** Sponsoring Office Name. Enter the name of the organization the employee works for or is assigned to for contract purposes.

**Block 25.** Sponsoring Office Telephone Number. Enter the employee's sponsoring office telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. This block may be left blank. (Use no more than 14 characters.)

**Block 26.** Sponsoring Office Address. Enter the number and street, city, state, zip code, and country code (see Block 8 for country codes) of the employee's sponsoring office address.

**Block 27.** Supplemental Address Information. Enter supplemental address information, such as suite number, room number, stop number, and installation name. This field may be left blank.

**Block 28.** Overseas Assignment. Enter Y (yes) or N (no) as applicable, and the employee's country of assignment from the valid list of abbreviations in the instructions for Block 8. If country is not listed, leave blank.

**Block 29.** Overseas Assignment Begin Date. Enter the appropriate employee's effective begin date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) for their overseas assignment. Obtain this information from the employee's personnel documents authorizing their employment overseas.



**Block 30.** Overseas Assignment End Date. Enter the appropriate employee's effective end date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) of their overseas assignment. The period of employment may be obtained from the employee's orders authorizing their employment overseas.

**Block 31.** Type Of Card Issued. If the transaction being performed results in issue or reissue of the employee's Common Access Card, enter the appropriate abbreviation from the left column, below, to indicate which Form was issued to the sponsor.

CIV GC - United States DoD/Uniformed Services Geneva Conventions Identification Card for  
Civilians Accompanying  
the Armed Forces.

PRIV - United States DoD/Uniformed Services Identification and Privilege Card

CIV - United States DoD/Uniformed Services Identification Card

**Block 32.** Elig St/Eff Date. (Eligibility Start Date and/or Effective Date) Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) the employee's qualifying status began.

**Block 33.** Card Expiration Date. Enter the appropriate employee effective end date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) for the Common Access Card.

**Block 34.** Supplemental Assignment Information. Enter as applicable any additional assignment information which may be used to identify the organization and location of the employee's assignment.

## SECTION II - EMPLOYEE DECLARATION AND REMARKS

**Block 35.** Remarks. Enter the method of verification and further explanation of qualifying status, such as SF 52, or Contract Number, hiring agency, and period of contract. Indicate other appropriate comments, such as particular work assignment. (That block may contain up to five typed lines of information.)

**Block 36.** Signature. Block must contain the employee's signature, with the following exception:  
(Signature is required.)

- ▶ When the DD Form 1172-2 is prepared for terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.
- ▶ When the DD Form 1172-2 is not signed in the presence of the verifying official, the signature must be notarized. The notary seal and signature should be placed in the right margin of Block 35., above.

**Block 37.** Date Signed (YYYYMMDD). Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) that block 38 was signed on the DD Form 1172-2.

## SECTION III - VERIFIED BY

*Officials authorized to verify the DD Form 1172-2 are responsible for the accuracy of the data on the form and must substantiate the data through appropriate documentation, e.g., birth certificates or passports establishing citizenship.*

**Block 38.** Type Name (Last, First, Middle). Enter the information pertaining to the verifying official. (Use no more than 51 characters.)

**Block 39.** Pay Grade. Enter the pay grade of the verifying official. (Use no more than four characters.)

**Block 40.** Unit and/or Command Name. Enter the unit and/or command name for the verifying official. (Use no more than 26 characters.)

**Block 41.** Title. Enter the verifying official's title. (Use no more than 24 characters.)

**Block 42.** UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS code, RUC-MCC, or OPFAC) for the verifying office.

**Block 43.** Duty Phone Number. Enter the verifying official's duty telephone number. (Use no more than 14 characters.)

**Block 44.** Unit and/or Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters.)

**Block 45.** Signature. The verifying official must sign in that block. (That block must contain the verifying official's signature.)

**Block 46.** Date Verified (YYYYMMDD). Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) of verification. (Use nine characters.)

#### **SECTION IV - ISSUED BY**

**Blocks 47. through 55.** Enter in the same manner as the verifying official, as prescribed in section III, above.

#### **SECTION V - RECIPIENT'S ACKNOWLEDGMENT**

**Block 56.** Recipient's Signature. Each recipient must sign in that block. If any recipient is incapable of signing, the condition must be indicated in that block. That block may contain multiple signatures.

**Block 57.** Date Signed (YYYYMMDD). Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD) of recipient's acknowledgment. (Use nine characters.)